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**Health and Human Services**

**REQUEST FOR PROPOSAL**

**OWNER: MILLE LACS BAND OF OJIBWE DATE ISSUED: 17 September 2024**

**HEALTH AND HUMAN SERVICES**

**18562 MINOBIMAADIZI LOOP**

**ONAMIA, MN 56359 BID DATE: 03 October 2024**

**PROJECT: Mental Health CTSS Services**

**TO: Qualified Mental Health Vendors**

**THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.**

**RFP for Mental Health CTSS Services**

**2 January 2025 to 30 May 2025**

**Delivery to the following service locations:**

1. **Nay Ah Shing Schools Oodena Drive Onamia MN 56359**
   1. **Upper School**
   2. **Lower School**
   3. **Wewinabi**
2. **Onamia Public Schools 35465 125th Ave Onamia MN 56359**
   1. **High School**
   2. **Elementary School**
3. **Minisinaakwaang Leadership Academy 20930 367th Lane, McGregor, MN 55760**
4. **McGregor Public Schools 148 S 2nd St, McGregor, MN 55760**
   1. **High School**
   2. **Elementary School**
5. **Hinckley-Finlayson Public Schools 201 Main St E Hinckley MN 55037**
   1. **High School**
   2. **Elementary School**
6. **Pine Grove Leadership Academy** **63842 Ojibwe Rd, Sandstone, MN 55072**

**The Mille Lacs Band of Ojibwe, Health and Human Services will be accepting sealed bids for the delivery of Mental Health services. Bids will be due 02 October 2024 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday 03 October at 10:30 AM.**

**Intent:**

**The intent of this Request for Proposal (RFP) is to search for qualified vendors who are interested in providing the following Mental Health Children’s Therapeutic Services and Supports (CTSS) for Mille Lacs Band of Ojibwe (Band) Health and Human Services:**

* **One (1) Mental Health Professional to provide on-site services five days a week. Time split between Nay Ah Shing Schools and Onamia Public Schools.**
* **One (1) Mental Health Professional three days per week at Wewinabi, Mille Lacs Early Education Program. The individual who is assigned to this site must have early childhood experience and credentials. They will work with students, staff and families based on assessments. They will also provide classroom observation and consultation.**
* **One (1) Mental Health Professional to provide on-site services five days a week. Time split between Minisinaakwaang Leadership Academy, McGregor Public Schools, Hinckley-Finlayson Public Schools, and Pine Grove Leadership Academy.**
* **One (1) Mental Health Practitioner to provide on-site services five days a week. Time split between Nay Ah Shing Schools (Upper and Lower).**
* **One (1) Mental Health Practitioner four (4) days per week at Wewinabi, Mille Lacs Early Education Program. The practitioner filling this role must have early education experience and/or credentialing in this age group.**
* **One (1) Mental Health Practitioner to provide on-site services five days a week at Onamia Public Schools.**
* **One (1) Mental Health Practitioner to provide on-site services five days a week. Time split between Minisinaakwaang Leadership Academy and McGregor Public Schools.**
* **One (1) Mental Health Practitioner to provide on-site services five days a week. Time split between Hinckley-Finlayson Public Schools and Pine Grove Leadership Academy.**

**The following Mental Health Professionals can provide CTSS:**

* **Licensed Psychologist (LP)**
* **Licensed Professional Clinical Counselor (LPCC)**
* **Licensed Independent Clinical Social Worker (LICSW)**
* **Licensed Marriage and Family Therapist (LMFT)**
* **Psychiatrist or an Osteopathic Physician**
* **Clinical Nurse Specialist (CNS)**
* **Psychiatric Nurse Practitioner (NP)**

**Mental Health Practitioners must meet Minnesota Department of Human Services (DHS) CTSS guidelines.**

**The Band intends to award a one-time contract to the bidder selected as most capable of meeting the Band’s requirements.** **The contractor will be required to sign a Business Associate Agreement.** **The Band will be the holder of all data and all documentation will be in the electronic health record provided by the Band.**

**General Notes:**

1. **Contractor is responsible for a thorough investigation of the scope of work.**

**HEALTH AND HUMAN SERVICES WILL, TO THE GREATEST EXTENT FEASIBLE, GIVE PREFERENCE IN THE AWARD OF CONTRACT TO INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES.**

**Work Scope Description:**

**The Mille Lacs Band of Ojibwe is interested in contracting with one (1) Mental Health vendor to provide Children’s Therapeutic Services and Supports.**

**CTSS is a flexible package of mental health services for children (includes adolescents and young adults up to age 21) who require varying therapeutic and rehabilitative levels of intervention. CTSS covers services for a diagnosed emotional disturbance or diagnosed mental illness in children that are determined to be medically necessary by a mental health professional. The services are delivered using various treatments and combinations of services designed to reach outcomes identified in the individual treatment plan.**

**Goals of CTSS are to:**

* **Restore a child, adolescent, or young adult to an age and developmentally appropriate level of functioning.**
* **Teach and practice skills which help the child, adolescent, or young adult to cope with mental health symptoms. CTSS is a rehabilitative service which can be used to deliver: psychotherapy or skills training. Psychotherapy treats the underlying mental illness and skills training facilitates psychosocial skill development. (3) windows with blinds**

**Specific Requirements:**

1. **Staff additions**: Approved by the contracting officer based on supporting operational data. When provider/clinician are added, a ninety-day notice will be given to Mille Lacs Band of Ojibwe in writing.
2. **Staff Schedules**: All clinical staff schedules will be created by the Mille Lacs Band of Ojibwe Client Access team and managed by the Health Services Director at the direction of the contracting officer. Contractor will provide a staff schedule at a minimum of sixty days in advance. Health and Human Services reserves the right to give thirty-day notice to request a work site change.

The contract staff will not be scheduled on the following:

* 1. On days clinic closed.
  2. On days the school is closed.
  3. Half days at the clinics/schools will not be staffed.
  4. On days the schools do not have students (virtual days, workshop days) staff will not be scheduled.

A full day is minimally six hours of staff availability for patient care. If less than six hours, schedules will be closed for the day and per diem will not be paid.

Due to space constraints, staff from off-sites will remain at assigned sites to complete their workday unless other arrangements have been made.

If Mille Lacs Band issues a government closure for inclement weather or other emergency, it will be treated as a normal scheduled day and per diem will be paid.

1. **Clinical and Financial Outcomes –** Mille Lacs Band of Ojibwe will trend expense and revenue of services provided and communicate with the selected service provider.
2. **Strategic Planning** will be done by the Mille lacs Band of Ojibwe in collaboration with the selected service provider at the direction of the contracting officer.
3. **Operational Planning-** Operational decisions will be at the direction of the contracting officer for execution by the Mille Lacs Band of Ojibwe in collaboration with the selected service provider. All final operations and program changes must be reviewed and approved by the contracting officer. The direct contact for operations is the Health Services Director, as appointed by the contracting officer.

Contacts:

**Questions can be addressed to Jan Manary at 320-532-4761 or email Jan.manary@hhs.millelacsband-nsn.gov. If unable to reach Jan, you can also reach out to Greta Sorvik at 320-532-7833 or email Greta.sorvik@hhs.millelacsband-nsn.gov.**

**HEALTH AND HUMAN SERVICES RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.**

Bidding notes:

1. Submit proposal in lump sum, not to exceed amount
2. Mail all bids to the below address – do not Fed Ex submissions
3. Contract individuals must be able to be credentialed through HHS credentialing

**All proposals MUST be mailed and labeled as follows:**

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**Mille Lacs Band of Ojibwe**

**Commissioner of Health and Human Services**

**Sealed bid: CTSS Services or Clinical Services (two separate bids)**

**PO Box 509**

**Onamia, MN 56359**

\*\*All bids must be SEALED and must be received **BY**3:00 p.m. **Wednesday October 02,** 2024. Late and/or unsealed bids cannot be accepted. Please plan accordingly to ensure the timely receipt of your bid submittal. **\*\***

**PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.**